AS Copy

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0

CONFIDENTIAL

Executive Officer to the DD/S 20 July 1965

Chief, Records Administration Staff

Quarterly Report for the Records Administration Staff

This is a Summary Report of our activities for the period 1 April - 30 June 1965. Detail information on these activities is available in our file for review.

25X1 1. Completed a Records Management Survey of Biographic Register, OCR in collaboration with [redacted] Chief Support Staff and recommended changes in their policies and procedures which will save -

a. 2200 square feet of office space

b. $33,050 in file equipment now

c. $2160 annually in buying new file equipment, and make available 7 persons with annual salaries of $34,855 for reassignment.

2, Reviewed and approved 3 complete or partial records control schedules in the DDS and DDS&T Directorates. Changes in these schedules effect several thousand feet of records and provide, in most instances, for their disposition earlier than in previous schedules.

3. The Staff Study on the feasibility of storing finished intelligence in the new GSA Records Center to be completed at Suitland, Maryland in 1967 was concurred in by the Department of Army, Navy, Air Force, State and DIA and Office of Secretary of Defense. The CODIB formally endorsed this Staff Study on 4 May 1965. The use of space in the GSA Records Center for the storage of finished intelligence will prolong the life of the CIA Archives and Records Center indefinitely.

25X1 4. The NPIC Records Management Program is progressing nicely. [redacted] from this staff entered on duty as their Records Management Officer on 5 April 1965 and is in process of starting the inventorying and scheduling of records. Members of this staff assisted in presenting a records management orientation program to about 50 selected NPIC employees and I made a presentation at their Senior Staff meeting on 10 June.

GROUP 1
Excluded from automatic downgrading and declassification

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0

5. The Forms Management workload continues to be extremely heavy - 93 new and 67 revised forms projects were completed this quarter and 83 official forms were eliminated. Last year (fiscal) our workload of 577 new and revised forms projects were concerned with the creation of almost 43 million pieces of paper; in addition, we eliminated 140 official forms which were responsible for creating over 2 million pieces of paper.

Monetary savings from our Forms Management activities this quarter amounted to $4986.

As of this date we have on hand 19 requests for new and revised forms which require professional attention. This is more workload than we can handle expeditiously with a reduced staff. The program has already been decentralized to the maximum extent and the only solution to our workload is replacement of our/professional personnel with one currently qualified without extensive technical training.

6. During the FY '65 the Records Center received 14,361 cubic feet of records and destroyed 13,955 cubic feet, resulting in a net growth of 406 cubic feet. This is the smallest net growth since the Records Center Program was fully established in the Agency. There are now 80,540 cubic feet in the Center and 22,840 cubic feet available for future use. As indicated in Paragraph 3 above, it is anticipated that the life of the Records Center will be prolonged indefinitely as a result of us being able to transfer finished intelligence material to the new GSA Records Center at Suitland, Maryland, when it is completed in 1967. If there should be any delay in the construction in the GSA facility or if there should be a substantial change in our present records disposition activities, it may be necessary to consider expanding our Records Center facilities at

25X1 [redacted]

25X1 7. [redacted] GS-13, $12,915 entered on duty 22 March
25X1 1965 to replace [redacted] GS-12, $11,670, who transferred to NPIC as their Records Management Officer. [redacted] left on 13 April for extended TDY, and has not returned to this staff. A fully trained professional Records Management Officer is needed now to replace him so that we can carry out our records management commitments currently. 25X1

[redacted] 25X1

Distribution:
Orig - addressee
1 - Records Center
1 - Circulate to RAS Members
25X1 1 - For [redacted] folder (as info.)
1 - RAS File (Rec Mgt REPORTS 1-4-3)

25X1 DDS/RAS/[redacted]fms (20 July 1965)

Excluded from automatic downgrading and declassification
Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0
CONFIDENTIAL

Executive Officer to the DD/S 20 July 1965

Chief, Records Administration Staff

Quarterly Report for the Records Administration Staff

This is a Summary Report of our activities for the period 1 April - 30 June 1965. Detail information on these activities is available in our file for review.

25X1 1. Completed a Records Management Survey of Biographic Register, OCR in collaboration with [redacted] Chief Support Staff and recommended changes in their policies and procedures which will save -

a. 2200 square feet of office space

b. $33,050 in file equipment now

c. $2160 annually in buying new file equipment, and make available 7 persons with annual salaries of $34,855 for reassignment.

2. Reviewed and approved 8 complete or partial records control schedules in the DDS and DDS&T Directorates. Changes in these schedules effect several thousand feet of records and provide, in most instances, for their disposition earlier than in previous schedules.

3. The Staff Study on the feasibility of storing finished intelligence in the new GSA Records Center to be completed at Suitland, Maryland in 1967 was concurred in by the Department of Army, Navy, Air Force, State and DIA and Office of Secretary of Defense. The CODIB formally endorsed this Staff Study on 4 May 1965. The use of space in the GSA Records Center for the storage of finished intelligence will prolong the life of the CIA Archives and Records Center indefinitely.

25X1 4. The NPIC Records Management Program is progressing nicely. [redacted] from this staff entered on duty as their Records Management Officer on 5 April 1965 and is in process of starting the inventorying and scheduling of records. Members of this staff assisted in presenting a records management orientation program to about 50 selected NPIC employees and I made a presentation at their Senior Staff meeting on 10 June.

Excluded from automatic downgrading and declassification
Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0
CONFIDENTIAL

CONFIDENTIAL
Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0

5. The Forms Management workload continues to be extremely heavy - 93 new and 67 revised forms projects were completed this quarter and 83 official forms were eliminated. Last year (fiscal) our workload of 577 new and revised forms projects were concerned with the creation of almost 43 million pieces of paper; in addition, we eliminated 140 official forms which were responsible for creating over 2 million pieces of paper.

Monetary savings from our Forms Management activities this quarter amounted to $4986.

As of this date we have on hand 19 requests for new and revised forms which require professional attention. This is more workload than we can handle expeditiously with a reduced staff. The program has already been decentralized to the maximum extent and the only solution to our workload is replacement of our lost professional personnel with one currently qualified without extensive technical training.

6. During the FY '65 the Records Center received 14,361 cubic feet of records and destroyed 13,955 cubic feet, resulting in a net growth of 406 cubic feet. This is the smallest net growth since the Records Center Program was fully established in the Agency. There are now 80,540 cubic feet in the Center and 22,840 cubic feet available for future use. As indicated in Paragraph 3 above, it is anticipated that the life of the Records Center will be prolonged indefinitely as a result of us being able to transfer finished intelligence material to the new GSA Records Center at Suitland, Maryland, when it is completed in 1967. If there should be any delay in the construction in the GSA facility or if there should be a substantial change in our present records disposition activities, it may be necessary to consider expanding our Records Center facilities at

25X1 [redacted]

25X1 7. [redacted] GS-13, $12,915 entered on duty 22 March
25X1 1965 to replace [redacted] GS-12, $11,670, who transferred to NPIC as their Records Management Officer. [redacted] left on 13 April for extended TDY, and has not returned to this staff. A fully trained professional Records Management Officer is needed now to replace him so that we can carry out our records management commitments currently. 25X1

[redacted] 25X1

Distribution:
Orig - addressee
1 - Records Center
1 - Circulate to RAS Members

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100013-0